

Terms of Reference **Funding Committee**

Preamble:

The Funding Committee (FC) was convened on January 08, 2019 under the CSAM-SMCA bylaws. The committee was established to create a mechanism for and streamline providing limited sums of money to committees to perform their work, for ad hoc projects and for public requests without having to obtain approval at regularly scheduled Board of Directors meetings.

Purpose and Scope:

The committee will receive and evaluate written requests for funding from the chair of each standing committee.

The committee will receive and evaluate written requests for funding for ad hoc work or projects directed by the BOD, the CJA, members at large or from CSAM-SMCA members.

The committee will receive and evaluate written requests for funding from the public.

Funding requests cannot exceed 5000.00 (Can). Any request for an amount in excess of 5000.00 will be deferred to the BOD.

Funding Committee's ability to dispense funds will be capped at 35,000.00 (Can) per fiscal year.

Requests will be evaluated based their alignment with the current CSAM-SMCA Strategic Plan and Vision Statement.

Requests that are likely to increase membership or raise the profile and influence of Addiction Medicine and CSAM-SMCA nationally and if possible, internationally will be given preference.

Key Functions:

The committee will receive and evaluate the above requests for funding.

The committee will determine the validity of requests in a timely manner.

The committee will grant, modify, deny, or request additional information for each request.

The committee will act to save time at BOD meetings and manage dispensation of monies in a more timely and efficient manner.

Organization:

Chair:

Appointed by the board.

Must have at least one-year experience sitting on the BOD.

The sitting Treasurer must sit on the committee.

Membership:

The committee will be limited to full members of CSAM-SMCA who are in good standing.

A minimum of two CSAM-SMCA board members will sit on the committee at all times.

The number of members on the committee is variable but in the interests of efficiency should not exceed four.

Two-year term which is renewable once, with the exception of the Treasurer.

Decision Making:

Decisions to grant dispensation of funds will be by consensus. In the event that consensus cannot be reached the decision will be deferred to the BOD.

Reporting Process and Accountability:**Reporting:**

The committee chair or a designated committee member will provide a written report to the BOD at its regular quarterly meetings. The report will detail the date, amount and to who funds were provided as well as a summary explaining the rationale for providing the funds. To the Executive Committee, as necessary.

The chairperson will present a yearly summary of committee activities to the CSAM-SMCA Annual General Meeting of members.

All requests for funding must be inclusive of spending and reporting metrics to provide proof of utilization of funds and return of unused funds.

Meetings:

The committee will meet by telephone on an ad hoc basis when requests for funding are received.

All requests for funding will be forwarded individually to each committee member.

The chairperson will review the funding request and contact each member individually or arrange a conference call to discuss and determine outcome of the request.

All committee members are required to provide an opinion on each funding request.

The committee will meet in-person at the annual conference.